

CONFIDENTIAL  
RESTRICTED  
FOREIGN DOCUMENTS DIVISION

Administrative Instruction  
No. 20-1

24 October 1950

25X1A9a

Subject: Overtime

1. In an effort to reduce the amount of overtime records to a minimum two of the present reports will be eliminated effective 24 October 1950:

a. The advance report from the Branch Chief to Administration naming the individuals authorized to perform overtime;

b. The overtime sign-out log at the Guard's desk.

2. Individual Branch Chiefs will authorize overtime for their personnel and submit a written report to Administration by 9:30 A.M. the work day following the performance of the overtime. The report will give persons' names and the periods (by hours) during which the work was performed. Administration will enter the overtime on the Time and Attendance Cards daily. Individuals will be responsible personally for initialling the T & A Card in the Administration Office the day the overtime is reported.

3. The effect of this instruction is that Branch Chiefs, by delegation from the Assistant Director for Operations through the Chief, Foreign Documents Division are charged with the responsibility for the control and continued examination of overtime requirements to insure the effective application of the overtime policy, which is:

"Overtime work will not be requested or authorized except in those cases essential to meet emergency requirements not possible to be met by full utilization of employees' normal working hours."

4. Branch Chiefs will maintain whatever records are deemed necessary to assure that all overtime is properly justified and authorized and that full use is made of such time. The inspection procedure will include frequent on-the-spot checks and a review of work accomplished during periods when overtime is claimed. Additional checks will be made in the Guard's register when necessary.

5. In general, persons taking annual or sick leave should not be authorized to perform overtime the same day. In cases where such overtime is authorized, the individual and Branch Chief must be prepared to give justification to the Fiscal Division.

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Document No. 2

NO CHANGE in Class. ☒

☐ DECLASSIFIED

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Deputy Chief

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